

DOCUMENTING DISCIPLINARY ACTION

A WORKSHOP FOR **EMPLOYERS** SPONSORED BY
GREAT FALLS JOB SERVICE EMPLOYER COMMITTEE



WHEN: WEDNESDAY, JULY 25, 2012, 8:30 AM TO NOON

WHERE: VFW POST 1087, 4123 10th Ave S Use East Entrance for the Meeting Room

COST: \$50.00 PER PERSON, \$30.00 for each additional employee from same business

"Document that." Managers hear that a lot, but what does it mean? As a primary responsibility, managers must regularly document conduct and performance of employees. But little information comes their way that describes how, what, and when to document -- and why it's important.

Course Content

Introduction

- why is documentation important? • just cause • due process • common challenges

What is Documentation?

- first level documentation • second level documentation • third level documentation
- formal & informal documents • how formal relates to informal

Critical Aspects of Documentation

- some necessary characteristics • what to tell employees • common challenges

Building Good Documentation Habits

- when to record • how to record • what to record

The legal and practical aspects of documentation can determine the success of discipline.

John Moore of the Professional Development Center (PDC), MT Department of Administration, Helena, MT, will be the presenter. John is currently the Director of the PDC, has been with the agency since 1984 and specializes in presenting training in areas of human resource management and development. The PDC was created by the Legislature in 1983 to meet the need for personnel training in Montana and provides high quality, low cost training.

This workshop has been submitted to qualify for 3 hours of HRCI credits and qualifies for 3.0 CLE credits for attorneys.

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July 25, 2012

Workshop Registration

RETURN TO:

JSEC Coordinator
Job Service Workforce Center
1018 7TH St S
Great Falls, MT 59405

MAKE CHECKS PAYABLE TO: **JSEC**

BUSINESS NAME _____

BUSINESS ADDRESS _____

e-mail address _____

COST: \$50.00 PER PERSON, \$30.00 for each additional employee from same business

_____ PARTICIPANT @ \$50.00 = _____

_____ PARTICIPANT @ \$30.00 = _____

TOTAL _____

PARTICIPANT (S) NAMES:

1.

2.

3.

4.

5.

Register Early, Seating Limited to First 75 Registrants

Call Rick Kavulla, 791-5808 or Barbara Hardy, 791-5816 with questions.